



RFI Details

PeopleSoft Strategic Sourcing

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32101-0000008157	RFI	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC170 Moving Services			
Start Time	Finish Time		
07/03/2014 15:00:00 CDT	07/09/2014 13:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Jeff Magruder
Phone: 615/532-8918
Email: jeff.magruder@tn.gov

Event Description

PRE-BID CONFERENCE NOTIFICATION

This is not a bid request; this is a request for information.

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions, and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to <https://supplier.edison.tn.gov>. Click on the link that says Bid Opportunities and log in with your vendor ID and password.

Note: Information at the pre-bid will be displayed electronically. No paper copies will be provided. Attendees are advised to print copies of the attached event documents for their use at the pre-bid.

Specifications and Terms & Conditions are attached.

Contact for this RFI: Jeff Magruder at 615-532-8918

The purpose of this Invitation is to review the procurement documents which will be used to establish a term contract (s) to provide: The State of Tennessee, with products and/or services as described in the attached terms, conditions, specifications and other attached documents.

A term contract means a contract in which a source or sources for supply are established for a specified period of time at an agreed upon price(s) and/or conditions of use.

Request for Information (RFI)

Conference: Pre-Bid Conference

Title: SWC 170 Moving Services

Description: This statewide contract will provide all State, local and specified nonprofit entities a source of service to take care of their moving service needs. It will be structured as a constant compete contract where contractors qualify to be a contractor in specified counties. When a move is conducted, the user will invite all contractors qualified in the move origination county to bid on the move.

Pre-Bid Date: July 09, 2014

Time: 1:00 PM CST

Location:

3rd Floor, Multi-Media Room

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Avenue

Nashville, TN 37243

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making updates as needed.

Supplier Portal link: <https://supplier.edison.tennessee.gov/> (Maintain supplier information)

Central Procurement Office Website: www.tennessee.gov/generalserv/purchasing

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to check the website frequently.



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Factor Summary

Question	Response
Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of: A. An indictment, judgment, conviction, or a grant of immunity, including pending actions, for any business related conduct constituting a crime under local, state or federal law? Note: If answering "yes" ", describe using additional pages and attach to this bid. Required: Yes Mandatory ResponseNo	

Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

B. A federal, state, or local government suspension or debarment, rejection of any bid or disapproval of any proposed subcontract, including pending actions, for lack of responsibility, denial or revocation of prequalification or a voluntary exclusion agreement?

Note: If "yes", describe using additional pages and attach to the bid.
Required: Yes Mandatory ResponseNo

Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

C. Any federal or state determination of a violation of any public works law or regulation, or labor law or regulation, or HIPAA, or any OSHA violation deemed "serious or willful?"

Note: : If "yes", describe using additional pages and attach to the bid.
Required: Yes Mandatory ResponseNo

Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

D. A federal, state, or local government suspension or revocation of any occupational or professional license, certificate, registration or permit, or the voluntary submission of same in connection with any governmental disciplinary action, or the governmental imposition of a civil penalty or fine?



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Note: If "yes", describe using additional pages and attach to the bid.
Required:Yes Mandatory ResponseNo

Response Comments

In preparing bid(s), All bidders shall comply with the requirements of T.C.A. Section 62-6-119 in Providing the specified information within the sealed bids. Any bid not in strict compliance with the requirements of T.C.A. section 62-6-119 shall be rejected.

Bids Over \$25,000.01 Requiring a Contractor's License

Bidder shall enter the following information:

List your Company's Tennessee State Contractor License Number

List the License Classification(s) Applicable to Bid

List the License Expiration Date

Bidder shall enter the following information regarding the subcontractor, if applicable:

List the Subcontractor's Tennessee State Contractor License Number

List the License Classification(s) Applicable to Bid

List the License Expiration Date

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Tennessee Contractor License Information (Bids Over \$25,000.01 Requiring a Contractor's License)

In preparing bids(s), all bidders shall comply with the requirements of T.C.A. Section 62-6-119 in providing the specified information within the Invitation to Bid. Any bid not in strict compliance with the requirements of T.C.A. Section 62-6-119 shall be rejected. Note: Submit additional subcontractor's information as an attachment to the bid.

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide



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services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Required: Yes Mandatory Response No

Response Comments

Associated Terms:

Purchases by Local Government and Authorized Non-Profit Agencies (SWC) - T500

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Chief Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

- List the Service Organization:
- List the Service Organizations Address:
- List the Area(s) in TN that the Service Organization will Service:
- List the Service Organizations Phone Number:
- List the Service Organizations Toll Free Number:
- List the Service Organizations Pager or Cell Phone:
- List the Service Organizations Fax Number:
- List the Service Organizations Email Address:
- List the Service Organizations Website:

Required: Yes Mandatory Response No



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Response Comments

Associated Terms:

Service Organization

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Service Experience, Time in Business - Contracts

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.



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Please list the following for all licenses and permits required by federal and state law.

List the Type of License
List the Name on the License
List the License Number
List the Expiration Date
Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name
List the Contract Administrator's Address
List the Contract Administrator's Phone Number
List the Contract Administrator's Toll Free Phone Number
List the Contract Administrator's Pager or Cell Number
List the Contract Administrator's Email Address
List the Contract Administrator's Website
Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.



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Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name
List the Sub-Contractor's Address
List the Sub-Contractor's Contact Person
List the Sub-Contractor's Phone Number
Required: Yes Mandatory Response: No

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.
IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.
Required: Yes Mandatory Response: Yes

Response Comments

I (we) have filled out Attachment 2 (County List) listing all the counties that I can or can not provide moving services.
Required: Yes Mandatory Response: No

Response Comments

I certify that I will be able to conduct moving services in every county I submitted in Attachment 2 (County List) and understand if I do not bid on three consecutive non-emergency moves the State can remove me from the County involved.
Required: Yes Mandatory Response: No



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Response Comments

Provide a narrative of how you provide proof of delivery and pick-up of packing material to include reusable crates and crate dollies or skates. If you have examples of documents you use please provide them.

Required: Yes Mandatory ResponseNo

Response Comments



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Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		



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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services
Purchasing Division
3rd Floor Tennessee Tower
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.
4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

Last Updated: 06/11/2009